



RESOLUTION No. 2013-3075

A RESOLUTION APPROVING THE APPOINTMENT OF JENNIFER NELSON AS A PART-TIME DEPUTY CITY RECORDER WITH THE CITY RECORDER'S OFFICE IN THE ADMINISTRATION DEPARTMENT

RECITALS:

1. Reason for Vacancy: The position has been vacant due to the resignation of an employee in September, 2012.
2. Posting: A job advertisement was posted on the City of Newberg website and the Oregon Association of Municipal Recorders. It opened June 26, 2013, and closed July 15, 2013.
3. Recommendation: The City Recorder recommends Jennifer Nelson for the position.
4. Funding: Position funding is within the budget.
5. Manager Pro Tem Appointment: The Assistant City Manager, Lee Elliott, in the absence of the City Manager, has reviewed the material and appoints Jennifer Nelson subject to Council approval.

In accordance with Resolution No. 2013-3053, in the absence of the City Manager the Assistant City Manager is designated as Manager Pro Tem. The City Charter, Chapter VIII, Section 34 (h) provides that the Manager Pro Tem "has the authority and duties of manager, except that a Manager Pro Tem may appoint or remove employees only with council approval".

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

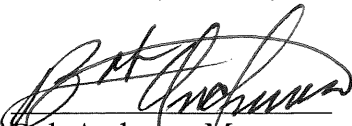
The City Council approves the appointment by the Assistant City Manager of Jennifer Nelson as a part-time Deputy City Recorder for Newberg Administration Department.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: August 20, 2013.

ADOPTED by the City Council of the City of Newberg, Oregon, this 19th day of August, 2013.


Norma I. Alley, MMC, City Recorder

ATTEST by the Mayor this 22nd day of August, 2013.


Bob Andrews, Mayor